

November 22, 2024

TONI MARC L. DARGANTES

Head, Planning Office
Visayas State University
Visca, Baybay City, Leyte

Sir:

Herewith I send an application letter and credentials.

I have had experiences over the past years as a Full Time Accountant/Part-time Bookkeepers of some Companies and a short know how in Administration, Planning, and Budgeting Function. In that position, I'm responsible for Accounting works. My resume or curriculum vitae that I submit can not explain my qualifications in depth. Therefore, I really hope that there is a chance interview, which I can explain how potential in me that will give a tremendous asset for your Company.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Derlina Canayong Valdeo', written in a cursive style.

DERLINA CANAYONG VALDEO